

Fabrikam Dental Group



PREPARED BY
Harbour IT

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MICROSOFT 365 TENANT
fabrikam.onmicrosoft.com

Who actually uses email, Teams, OneDrive, SharePoint and the Office apps, and when each person was last active.

Filtered view. Last active in each service: 8 of 57 rows, Flag is Low. The headline figures cover every row.

Active people

86%

49 of 57 licensed used Microsoft 365

Email

86%

49 of 57 licensed

Teams

74%

42 of 57 licensed

OneDrive

63%

36 of 57 licensed

SharePoint

0%

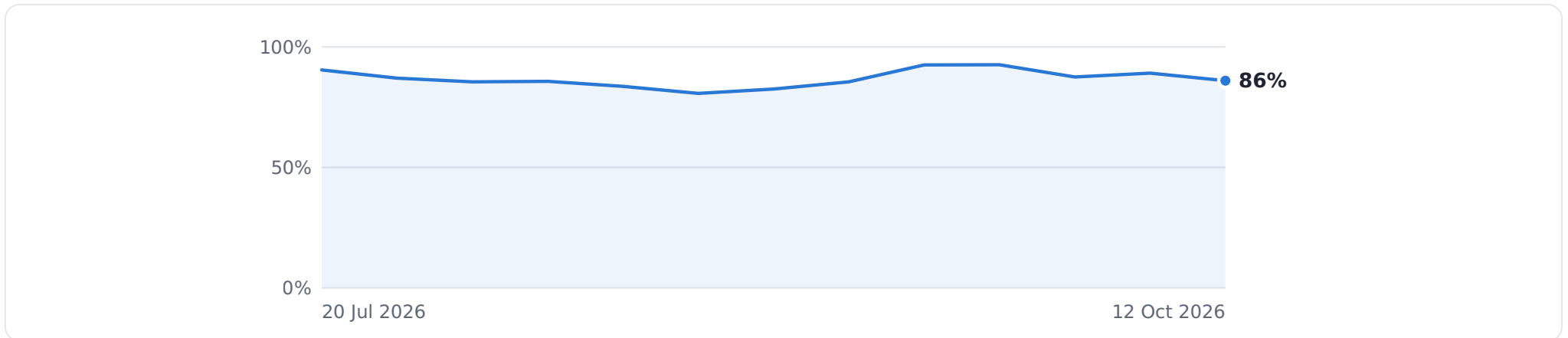
0 of 57 licensed

Desktop Office apps

61%

34 of 56 with Office used Windows or Mac apps

Share of licensed people active, by collection



Usage by service 5

How many licensed people used each service in the last 30 days.

Service	Licensed	Active	Not active	Active share
Email	57	49	8	86%
Teams	57	42	15	74%
OneDrive	57	36	21	63%
SharePoint	57	0	57	0%
Office apps	57	49	8	86%

Last active in each service 8

When each licensed person last used each service. Flagged: nothing used in the last 30 days.

Flag	Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
● Low	aaron.smith@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
● Low	aisha.brown@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
● Low	ben.okafor@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
● Low	daniel.frost@fabrikam.example	14 Jun 2026	Never	Never	Never	Never	None	Microsoft 365 Business Standard
● Low	jack.lee@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
● Low	noah.wood@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Basic
● Low	rhys.walker@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
● Low	zara.edwards@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Basic

Office apps by platform 4

How many people used each Office app in the last 30 days, and where.

App	People	Windows	Mac	Mobile	Web
Outlook	49	31	3	46	15
Word	35	31	3	0	1
Excel	34	31	4	0	0
Teams	34	30	3	34	1

Office installs 1

Where each person has installed the Office apps. Microsoft allows five of each.

Person	Product	PCs	Macs	Phones and tablets	Shared computer	Last activated
erin.doyle@fabrikam.example	Microsoft 365 Apps for enterprise	1	1	1	No	26 Mar 2026

Activity counts 57

What each person did in the last 30 days.

Person	Emails sent	Emails received	Teams messages	Calls	Meetings
aaron.smith@fabrikam.example	0	0	0	0	0
aisha.brown@fabrikam.example	0	0	0	0	0
amelia.jackson@fabrikam.example	0	0	0	0	0
amelia.khan@fabrikam.example	0	0	0	0	0
anna.kowalski@fabrikam.example	40	300	0	0	0
arthur.lee@fabrikam.example	0	0	0	0	0
arthur.williams@fabrikam.example	0	0	0	0	0
ava.jackson@fabrikam.example	0	0	0	0	0
ava.moore@fabrikam.example	0	0	0	0	0
ava.thomas@fabrikam.example	0	0	0	0	0
ben.okafor@fabrikam.example	0	0	0	0	0
callum.turner@fabrikam.example	0	0	0	0	0
caroline.reyes@fabrikam.example	12	80	15	1	2
chloe.jackson@fabrikam.example	0	0	0	0	0

Person	Emails sent	Emails received	Teams messages	Calls	Meetings
daniel.frost@fabrikam.example	0	0	0	0	0
ella.evans@fabrikam.example	0	0	0	0	0
ella.hughes@fabrikam.example	0	0	0	0	0
erin.doyle@fabrikam.example	70	500	60	1	9
ethan.jones@fabrikam.example	0	0	0	0	0
freya.evans@fabrikam.example	0	0	0	0	0
george.baker@fabrikam.example	0	0	0	0	0
george.walker@fabrikam.example	0	0	0	0	0
george.williams@fabrikam.example	0	0	0	0	0
henry.roberts@fabrikam.example	0	0	0	0	0
isla.scott@fabrikam.example	0	0	0	0	0
jack.lee@fabrikam.example	0	0	0	0	0
jack.roberts@fabrikam.example	0	0	0	0	0
jack.ward@fabrikam.example	0	0	0	0	0
leo.harrison@fabrikam.example	0	0	0	0	0
lily.khan@fabrikam.example	0	0	0	0	0
lily.watson@fabrikam.example	0	0	0	0	0
lily.white@fabrikam.example	0	0	0	0	0
megan.green@fabrikam.example	0	0	0	0	0
megan.king@fabrikam.example	0	0	0	0	0
noah.harris@fabrikam.example	0	0	0	0	0
noah.wood@fabrikam.example	0	0	0	0	0
olivia.taylor@fabrikam.example	0	0	0	0	0

Person	Emails sent	Emails received	Teams messages	Calls	Meetings
oscar.smith@fabrikam.example	0	0	0	0	0
owen.khan@fabrikam.example	0	0	0	0	0
owen.patel@fabrikam.example	0	0	0	0	0
owen.robinson@fabrikam.example	0	0	0	0	0
owen.scott@fabrikam.example	0	0	0	0	0
owen.smith@fabrikam.example	0	0	0	0	0
owen.turner@fabrikam.example	0	0	0	0	0
priya.williams@fabrikam.example	0	0	0	0	0
rhys.hall@fabrikam.example	0	0	0	0	0
rhys.scott@fabrikam.example	0	0	0	0	0
rhys.walker@fabrikam.example	0	0	0	0	0
ruby.clark@fabrikam.example	0	0	0	0	0
ruby.davies@fabrikam.example	0	0	0	0	0
ruby.wood@fabrikam.example	0	0	0	0	0
thomas.allen@fabrikam.example	0	0	0	0	0
thomas.johnson@fabrikam.example	0	0	0	0	0
thomas.robinson@fabrikam.example	0	0	0	0	0
william.lewis@fabrikam.example	0	0	0	0	0
william.wood@fabrikam.example	0	0	0	0	0
zara.edwards@fabrikam.example	0	0	0	0	0

Usage covers the 30 days to 10 Oct 2026, the latest date Microsoft had processed. Microsoft's usage reports run two or three days behind.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 06:36 UTC.